

**Statement of Work  
for  
" The ONR, TECOM, and PM TRASYS Training Consortium Consulting Services "  
30 Sept 2004**

**BACKGROUND.** The Office of Naval Research (Code 353), the Marine Corps Training and Education Command, and the Program Manager for Marine Corps Training Systems have created a Training Consortium (hereafter referred to as "the Consortium") to address USMC training requirements, material solutions for requirements, and technology needs for acquisition programs. This Consortium provides guidance, establishes goals, objectives, and responsibilities for the development and support of 20 different USMC programs and requirements. The Consortium seeks to track needs, requirements, material solutions, and technologies to provide best value to the USMC expeditionary warfare community. As the Global War on Terrorism identifies hundreds of new needs, tactics techniques and procedures and industry innovations provides thousands of new technologies each must be evaluated for support against emergent requirements. This will require extensive research, analysis, and recommendations for government consideration to reach best value decisions. This task will provide expert technical assistance and leadership in the performance of complex tasks and providing expert decision support. Provides evaluation of alternatives, conducts risk/cost tradeoffs, quantifies performance objectives. Ensures quality of technical products. The Consortium has a need for engineering, programmatic, leadership, and technical support for emergent training simulations needs. This requires an in-depth knowledge of USMC first person and collaborative virtual simulation systems to include requirements, capabilities, components, system specifications, technical development members, and technical issues. The contractor must possess a knowledge of technical issues (risk and risk mitigation) associated with the spiral development of virtual training systems such as DVTE to a virtual mission rehearsal system to include interfaces with C4ISR systems, rapid terrain model generation issues, and NGA/NIMA source code input formats

1. **OBJECTIVE.** The objective of this Statement of Work (SOW) is to provide USMC Training Consortium Liaison and Consultant Services. Through agreement with the Consortium members the Consultant/Liaison will be collocated with the training systems requirements generator and funded collaboratively by PM TRASYS, ONR, and TECOM. The Consultant will provide technical support via briefs, reports, oral presentations, as required to the Consortium.
2. **SCOPE OF WORK and TASKS.**
  - a. **GEOSPATIAL TERRAIN MODEL SUPPORT.** As virtual training systems migrate to interfaces with C4ISR (TBMCS, AFATDS, FCBC2, AFATDS, TLDHS, etc) accuracy of 3D virtual terrain models will become paramount. In order to support virtual MOUT and urban terrain model development, the

contractor will be experienced in the First Order location of physical objects on the ground in WGS 84 Cartesian coordinates as well as geo-referenced vertical datum. The contractor must be able (certified/licensed) to verify the accuracy of terrain models by conducting first order (within 100<sup>th</sup> of a foot vertical and horizontal) field surveys. Contractor must be trained in the use of Terra Vista Pro/SOFVis terrain modeling software to obtain vertical and horizontal datum from selected points in a model as well as trained in the use of computer aided drafting software such as AUTOCAD. Contractor must be able to convert field survey data (dxf and ASCII files) to AUTOCAD (dwg files), and to vector files within a 3D terrain model. The contractor must be capable of identifying methods to for which input data from NGA/NIMA can provide improved accuracy for modeling tool developers. When discrepancies are discovered by contractor conducted field surveys. Contractor will conduct reviews of terrain modeling tool sets and provide an analysis of alternatives for requirements in which technology lacks maturity to support. GFI will be DXF and DWG files of the Twentynine Palms MOUT facilities, ASCII files of "As Built" surveys of the MOUT facility, access to geodetic survey points and MOUT facilities at Twentynine Palms and Terra Vista Pro Software.

- b. DVTE PROGRAM SUPPORT.** The contractor must possess an in-depth knowledge of the Deployable Virtual Training Environment (DVTE) and use that knowledge to assist the PM TRASYS to write a Request for Proposal (RFP) based upon the evolving DVTE specifications. The contractor will assist in reviewing responses to the DVTE RFP's and creation of the evaluation matrix with which PM TRASYS will make an award decision. Contractor will provide a synopsis of all formal proposal and make a recommendation to PM TRASYS for award consideration. Contractor will serve as a point of contact for Requests for Information (RFI's) from prospective offerers regarding technical information and administrative matters (collection of proposals and posting of results). Once the DVTE Contract is awarded the contractor will act as the primary DVTE support contractor to PM TRASYS. This support will include program reviews, scheduling, cost tracking, and coordination of system fielding. Once DVTE has reached an IOC the contractor will provide Post Deployment Software Support (PDSS) to fielded systems by insuring that software is debugged, upgraded, revisions are recorded and maintained by the configuration manager. This PDSS support will apply to the four disciplines associated with the DVTE Program (Indirect Fires/Effects, Flight Simulations, Armored Vehicle Simulations, and DVTE JSAF). The contractor will coordinate with fleet users to determine evolving requirements and system upgrades and make recommendations to PM TRAYS regarding resource placement to effect necessary changes to the POM

- c. **JOINT EXPERIMENTATION ENGINEERING ANALYSIS SUPPORT.**  
The contractor must possess adequate background in Joint Experimentation with both training simulations and C4ISR systems as conducted by USJFCOM J-9, MCCDC JOC, NWDC, and MCWL. This background and support will require experiment design (to include development of an Experiment Campaign Plan), knowledge of the USJFCOM J-9 Collaborative Information Environment (CIE) to include Information Work Space (IWS), FTP portal, collaborative file sharing, and Voice Over IP (VOIP), understanding of the J-9 Operations Net Assessment (ONA) in order to better develop training and rehearsal systems for future battles in the 2015 time frame. The contractor will provide Experiment Design Plans and M&S Experiment Campaign Plans (to include architecture, organization, and experiment force training plan) to support PM TRASYS system inclusion in joint warfighting experiments. Contractor will conduct IPT Working Groups to plan and execute joint experimentation events. This support will include such experiments as Sea Viking, UE MRX, and NWDC Sea Trial Experiments and Battle Group In Port Exercises (BGIE).
- d. **CONSTRUCTIVE SIMULATIONS WRAP AROUND DEVELOPMENT.**  
The contractor will assist in the technical integration of the Marine Corps Constructive Simulations with virtual models under the Multi-Resolution Federated Object Model (MRM FOM) federation. This support will include the development of scripting lists, API development, and user induced information exchanges. Typically this integration will involve the MAGTF Tactical Warfare Simulations (MTWS) and Joint Semi Automated Forces (JSAF) to permit federating of Navy and USMC training and rehearsal systems.
- e. **TECHNOLOGY ROADMAPPING.** The contractor will provide a technology roadmap to graphically depict how technology supports acquisition programs, requirements, needs, and concepts. The purpose of the model will be to indicate where technology gaps exist and where technology supports future warfighting ability such as Expeditionary Maneuver. This task will be conducted in conjunction with PM TRASYS, TECOM, and ONR. The contractor must possess a knowledge of Graphics Model Support (GMS) software, the USMC requirements generation process (to include access to the MCCDC CDTS site), and time phased acquisition strategy. This roadmap will be updated twice yearly. GFI will include access to the MCCDC CDTS site, Marine Corps Lessons Learned Library from OIF, PM TRASYS system specification for all PM TRASYS systems.
- f. **ONR/PM TRASYS TECHNOLOGY LIAISON.** The contractor will support R&D efforts of the ONR, Littoral Combat Future Naval Capabilities, C2 Enabling Capabilities Manager to transition technologies to training simulations that

support virtual mission rehearsal. This support will include evaluation and analysis of candidate technologies to include the level of effort associated with technical tasks, costs, risks, and risk mitigation techniques. The support contractor will participate in the development of ONR Technology Transition Agreements (TTA), Statements of Work (SOW) preparation/reviews that support technology development efforts, and assist in local contract management efforts. The technologies developed in the TTA and deliverables identified in the SOW will be presented for inclusion in the TRM by the support contractor. The support contractor will travel as necessary to observe and analyze technologies and requirements in support of the Joint National Training Capabilities-Marine Corps (JNTC-MC) and make recommendations to PM TRASYS and ONR Code 353 regarding technology capabilities and insertion opportunities. Current systems requiring evaluation and analysis are Position Location Information Computer Display (PLI-CD), Rapid Terrain Generation, C2PC interfaces with 3D Viewers, and JSAF to AFATDS C4I Gateway. GFI will include GMS software.

- g. TRAINING SYSTEMS REQUIREMENTS.** PM Training Systems, Marine Corps Systems Command, seeks a process whereby the support contractor maintains daily contact with the Requirements Generators and Technology Developers thereby permitting up to date information of evolving requirements and technologies. The contractor will review requirements and needs documents in order to make recommendations by which distributed and collaborative training systems can more effectively support tactics, techniques, and procedures. This will include two analysis per year of all training needs statements and requirements documents.

In the performance of these duties the contractor will be required to coordinate with the USJFCOM training and experimentation offices, Navy Modeling and Simulations Offices, Mission Planning and Rehearsal Offices, USMC C4ISR requirements and acquisition offices, ONR and NRL technology developers, as well as all program managers and members of the Consortium. The contractor will use Microsoft Outlook calendar and e-mail functions for electronic coordination. The contractor must be able to provide the necessary IT equipment to support this effort.

### **3. OTHER PERFORMANCE REQUIREMENTS**

- a. Security Requirements.** The contractor personnel shall have a Defense Security Service issued Secret Clearance with a current single scope background investigation which must be maintained during the performance of this effort.

- b. Disclosure of Information.** Information made available to the contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer. The contractor agrees to assume responsibility for protecting the confidentiality of Government records, which are not public information. Each contractor or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.
- c. Limited Use of Data.** Performance of this effort may require the contractor to access and use data and information proprietary to a Government agency or Government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others. Contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorized Government personnel or upon written approval of the Contracting Officer (CO). The contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement at no cost to the Government between the contractor and the data owner which provides for greater rights to the contractor.
- d. Hours of Work.** This effort is expected to be a 40 hour per week effort. The contractor will not exceed 40 hours per week without prior approval from the COTR or CO.
- e. Productive Direct Labor Hours.** The contractor can only charge the Government for "Productive Direct Labor Hours". "Productive Direct Labor Hours" are defined as those hours expended by Contractor personnel in performing work under this effort. This does not include sick leave, vacation, Government or contractor holidays, jury duty, military leave, or any other kind of administrative leave such as acts of God (i.e. hurricanes, snow storms, tornadoes, etc) Presidential funerals or any other unexpected government closures.
- f. Government Holidays.** The following Government holidays are normally observed by Government personnel: New Years Day, Martin Luther King's Birthday, Presidential Inauguration Day (metropolitan DC area only), President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any other day designated by Federal Statute, Executive Order, and/or Presidential Proclamation. Or any other kind of

administrative leave such as acts of God (i.e. hurricanes, snow storms, tornadoes, etc) Presidential funerals or any other unexpected government closures.

- g. Payment for Unauthorized Work.** No payments will be made for any unauthorized supplies and/or services, or for any unauthorized changes to the work specified herein. This includes any services performed by the Contractor of their own volition or at the request of an individual other than a duly appointed Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this effort.
- h. Contractor Personnel.** The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as subcontractor efforts used in performance of this effort. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in the statement of work. Resumes submitted for employees assigned to perform under this statement of work shall contain documented experience directly applicable to the functions to be performed. Further, these prior work experiences shall be specific and of sufficient variety and duration that the employee is able to effectively and efficiently perform the functions assigned.
- i. Project Manager.** The Contractor shall identify a Project Manager to facilitate Government-Contractor communications. The Project Manager shall be the primary technical and managerial interface between the Contractor and Contracting Officer (CO) and the Contracting Officer's Technical Representative (COTR) located at USMC Training and Education Command, Quantico, VA. This effort doesn't not provide for additional funding nor labor ours for the Project Manager. These duties may be provided by the consultant and included in the 40 hour work week on a not to interfere basis with tasks of the Consortium. The name of this person designated in writing to the CO. The Project Manager or alternate will have full authority to act for the contractor on all contract matters relating to daily operations. The Project Manager or alternate must be available during normal duty hours, as specified herein and to meet with government personnel within 24 hours to discuss problems on a not to interfere basis with tasks designated by the Consortium. The Contractor's Project Manager shall meet with the CO/COTR as necessary to maintain satisfactory performance and to resolve other issues pertaining to Government/Contractor procedures. At these meetings, a mutual effort will be made to resolve any and all problems identified. Written minutes of these meetings shall be prepared by the Contractor, signed by the Contractor's designated representative, and furnished to the Government within two (2) workdays of the subject meeting. The Project Manager and alternate or alternates must be able to read, write, speak, and understand English.

- j. **Emergency or Special Event Services.** Occasionally, the Contractor may be required to perform and/or provide services outside the normal hours of duty. These occasions will be infrequent and require services be performed after normal working hours in the evening and/or weekends (Saturday and Sunday). The COTR and the contractor will mutually agree upon any/all deviations to the schedule.
- k. **Other Direct Costs.** The Contractor may be required to purchase ODC's at the direction of the Government. These ODC's will be used to purchase and evaluate COTS and GOTS systemware for potential use by government modeling and simulation purposes. The cost of this systemware will not exceed 5000 dollars for the base period. All purchases must receive prior approval by the government (COTR).

#### **4. PLACE(S) OF PERFORMANCE**

The work will be performed on-site at the Marine Corps Training and Education Command, Quantico, and in contractor provided spaces located in the northern VA/Washington, D.C. area.

#### **5. PERIOD OF PERFORMANCE**

The period of performance for this effort is date of award for a period of one (1) year thereafter, hereto referred to as the Base Period. This effort includes two (4) option periods, which may be unilaterally exercised by the Government. Each option period shall not exceed one year in duration, unless mutually agreed upon and a formal modification issued. Exercising of any of the option periods is contingent upon the contractor having a current GSA Schedule or negotiated labor rate at the time the option is exercised. All terms and conditions applicable to the base period shall extend to the options unless otherwise agreed upon.

#### **6. DELIVERABLES/DELIVERABLE SCHEDULE**

In fulfillment of this effort, the Contractor shall provide the following deliverables. All deliverables shall be submitted to the COTR, unless otherwise agreed upon.

Unless otherwise specified, the Government will have a maximum of ten (10) working days from the day the draft deliverable is received to review the document, provide comments back to the contractor, approve or disapprove the deliverable(s). The contractor will also have a maximum of ten (10) working days from the day comments are received to incorporate all changes and submit the final deliverable to the Government. All days identified below are intended to be workdays unless otherwise specified.

**8. Monthly Status Report.** The contractor shall document the efforts performed in the completion of each task in a detailed Monthly Status Report due on or before the 10<sup>th</sup> of each Month. The status report shall include, at a minimum:

Progress for the period: detailed progress report of findings, activities and accomplishments during the reporting period, and summary of work accomplished during the reporting period and percent complete. Activities planned for the next reporting period: planned activities, as well as the status of any/all deliverables, including planned delivery date(s) and actual and/or anticipated delivery date(s).

Problems encountered: identification of any problems, issues or delays and recommendations as to their resolution, and any corrective action that was taken to correct identified problems.

Strategy revisions: recommended changes to include any lessons learned

#### Inspection and Acceptance Criteria

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery by the COTR.

#### **General Acceptance Criteria**

General quality measures, as set forth below, will be applied to each work product received from the contractor under this statement of work.

Accuracy - Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.

Clarity - Work Products shall be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.

Consistency to Requirements - All work products must satisfy the requirements of this statement of work.

File Editing - All text and diagrammatic files shall be editable by the Government.

Format - Work Products shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.

Timeliness - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

#### **Quality Assurance**



The COTR will review, for completeness, preliminary or draft documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the COTR will not relieve the Contractor of the responsibility for complying with the requirements of this work statement. Final approval and acceptance of documentation required herein shall be by letter of approval and acceptance by COTR. The Contractor shall not construe any letter of acknowledgment of receipt material as a waiver of review, or as an acknowledgment that the material is in conformance with this work statement. Any approval given during preparation of the documentation, or approval for shipment shall not guarantee the final acceptance of the completed documentation.

## **ADMINISTRATIVE CONSIDERATIONS**

### **Correspondence**

To promote timely and effective administration, correspondence shall be subject to the following procedures:

Technical correspondence (where technical issues relating to compliance with the requirements herein) shall be addressed to the Contracting Officer's Technical Representative (COTR) with an information copy to the Contracting Officer (CO) and the Contract Administrator (CA).

All other correspondence, including invoices, (that which proposes or otherwise involves waivers, deviations or modifications to the requirements, terms or conditions of this SOW) shall be addressed to the Contracting Officer with an information copy to the COTR.

### **Points of Contact**

#### **Contracting Officer's Technical Representative (COTR)**

The Contracting Officer's authorized technical representative, for this effort is as follows:

**Captain Erik Jilson**  
**TECOM Technology Division**  
**3300 Russell Road**  
**Quantico, VA 22134-5001**  
**(703) 784-9565**  
**ERIK.JILSON@USMC.MIL**

The COTR is the individual within the Program Management function who has overall technical responsibility for this effort. The COTR supports the CO/CA during administration of this effort by:

Making final decisions regarding any recommended rejection of deliverables;  
Providing technical clarification relative to overall workload matters;  
Providing advice and guidance to the Contractor in the preparation of deliverables and services;  
Providing acceptance of deliverable products to assure compliance with requirements.

The COTR also provide technical direction to the Contractor, i.e., shifting work emphasis between areas of work; fills in details, or otherwise serves to accomplish the purposes of this effort. Technical direction shall be within the general statement of work for this effort. The COTR does NOT have the authority to and may NOT issue any technical direction which:

Constitutes an assignment of work outside the general scope of this effort;  
Constitutes a change as defined in the "Changes" clause;  
In any way causes an increase or decrease in cost or the time required for performance;  
Changes any of the terms, conditions, or other requirements of this effort; and  
Suspends or terminates any portion of this effort.

All technical direction shall be issued in writing by the COTR or will be confirmed by the COTR in writing within 10 calendar days after verbal issuance. A copy of the written direction shall be furnished to the CO and the CA.

In addition to providing technical direction, the COTR will:

Monitor the Contractor's technical progress, including surveillance and assessment of performance, and recommend to the CO and CA, any changes in the requirement;  
Assist the Contractor in the resolution of technical problems encountered during performance;  
and Perform inspection and acceptance or recommendation for rejection of Contractor deliverables and identify deficiencies in delivered items. This does not replace any other quality assurance inspection requirements that are specified elsewhere within this SOW.

f) If in the opinion of the Contractor, any instruction or direction issued by the COTR is outside of their specific authority, the Contractor shall not proceed but shall notify the CO in writing within 5 working days after receipt of any instruction or direction, with an informational copy to the CA.

### **Contracting Officer**

The Contracting Officer (CO) for this effort is as follows:

Ms. Lisa Heins  
Department of the Interior/GovWorks  
Procurement Operations Branch  
381 Elden Street, MS2510, Herndon, Virginia 20170-4817

**Contract Administration**

The Contract Administrator (CA) for this effort is as follows:

Ms. Tammy Passman  
Department of the Interior/GovWorks  
Procurement Operations Branch  
381 Elden Street, MS2510, Herndon, Virginia 20170-4817

**INVOICING**

The Contractor shall bill no more than once monthly. Invoices must include, as a minimum, the following information for each individual:

Name  
Time Period Covered  
Productive Direct Labor Hours for the current billing period and cumulative to  
Date  
Labor Category(s)  
Hourly Rate  
Any Travel or Other Direct Costs (ODCs) incurred (including supporting  
documentation/receipts for all charges) for the current billing period and cumulative to  
date

Invoices are to be sent directly to GovWorks for processing at the address specified below.  
Direct all invoice inquiries to the Invoice Team, at 703-787-1200 or  
[govworks.invoice@mms.gov](mailto:govworks.invoice@mms.gov).

Department of the Interior/GovWorks  
Procurement Operations Branch  
381 Elden Street, MS2510, Herndon, Virginia 20170-4817  
Attn: Invoice Department

**TRAVEL**

The Contractor will be reimbursed for travel to provide support at a Government site or other site as may be specified and approved by the COTR under this effort. All travel shall be approved, by the COTR, prior to commencement of travel. The contractor shall be reimbursed for actual allowable, allocable, and reasonable travel costs incurred during performance of this effort in accordance with the Federal Travel Regulations currently in effective on date of travel. This SOW will require the following travel:

Five trips to Twentynine Palms, CA for four days each. (JNTC Vertical Thrust Event Planning and Execution)

Six trips to Newport, RI for 3 days each (Sea Trial and BGIE IPC, MPC, and FPC meetings)

Two trips to San Diego, CA for 5 days each (PLI-CD IPT meetings)

Two trips to Tucson, AZ for 3 days each (Terrain Model Coordination for JRTC and JNTC events)

Five Trips to Orlando, FL for 4 days each (PM TRASYS Coordination)

Five trips to Suffolk, VA for 2 days each (USJFCOM Coordination)

Local travel for Quantico and Alexandria is authorized as needed.

## CENTRAL CONTRACTOR REGISTRATION (CCR) – NEW CONTRACTS

The Department of the Interior has adopted the Department of Defense's Central Contractor Registration database as its database for contractor information. Accordingly, the following requirements apply to this effort.

Definitions. As used in this clause --

“Central Contractor Registration (CCR) database” means the primary Department of Defense (DoD) repository for contractor information required for the conduct of business with DoD.

“Data Universal Number System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

“Data Universal Numbering System+4 (DUNS+4) number” means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying sub-units or affiliates of the parent business concern.

“Registered in the CCR database” means that all mandatory information, including the DUNS number or the DUNS+4, if applicable, is in the CCR database; the DUNS number has been validated; and all edits have been successfully completed.

(1) By submission of an offer, the offeror acknowledges the requirement that it must be registered in the CCR database prior to contract award, during performance, and through final payment of any task order resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.

The offeror shall provide its DUNS or, if applicable, its DUNS+4 number with its offer, which will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

Lack of registration in the CCR database will make an offeror ineligible for award of a Department of the Interior task order.

DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

Following the Contractor's initial registration in CCR and receipt of any Department of the Interior award of a contract, purchase order, delivery order, task order, basic agreement, basic ordering agreement, or blanket purchase agreement, the Contractor must directly notify the Contracting Officer of any of its changed mandatory business data in CCR within three business days of the change. (See the CCR Handbook at [www.ccr.gov](http://www.ccr.gov) for the current mandatory registration data fields, or contact the CCR Assistance Center at 888-227-2423 or 616-961-4725.)

Offerors and contractors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov>, from the Defense Electronic Business Program Office (Defense e-Business) at [contact.ccr@us.pwcglobal.com](mailto:contact.ccr@us.pwcglobal.com), from the CCR Assistance Center at 888-227-2423 or 616-961-4725, from the Defense Logistic Information Service at [dlis\\_support@dlis.dla.mil](mailto:dlis_support@dlis.dla.mil).

(f) Contractors such as some consultants and sole proprietorships that are small firms that would otherwise have no use for a Dun & Bradstreet (D&B) number may use an alternative D&B registration method. If needing a D&B number principally for CCR registration, such a Contractor should call D&B toll-free at 800/546-0024, and clearly state that it is a very small business and simply needs a DUNS number for the purpose of CCR registration.

(g) The Office of Management and Budget has instructed all federal agencies to adopt use of the Central Contactor Registration system as a single, government-wide system for storing contractor procurement and payment information. The CCR was developed by the Department of Defense and has been in use there since 1998.

(h) When registering in the CCR, vendors need to be ready to provide the following information about their companies. (Mandatory fields are marked \*.)

General Information:

DUNS Number  
CAGE Code  
Company name  
TIN  
Address

Corporate Information:

Type of business  
Services offered  
Any small business classification

Goods/Services:

\*North American Industry Classification System (NAICS) Codes  
\*Standard Industrial Classification (SIC) Codes  
Product Service Codes (PSC Codes) - for services  
Federal Supply Classification Codes (FSC Codes) - for products

Financial Information:

EFT information -	
*Financial Institution	*Automated Clearing House
*ABA Routing Number	*Remittance Information
*Account Number, Type, & Lockbox Number	*Accounts Receivable contact
*Authorization Date	*Credit Card accepted (yes/no)

Point of Contact:

*Primary CCR contact person	Government Business POC
*Alternate Contact	Past Performance POC
	Electronic Business POC

Electronic Data Interchange (EDI)

EDI Contact Information

The CCR web site includes more detailed instructions for each data element and information on how to obtain a DUNS number. You must have a DUNS number before you can register.

**POST AWARD EVALUATION OF CONTRACTOR PERFORMANCE**

a) Contractor Performance Evaluations

Interim and final evaluations of contractor performance will be prepared on this effort in accordance with FAR Subpart 42.1500. A final performance evaluation will be prepared, by the COTR, at the time of completion of work. In addition to the final evaluation, interim evaluations may be prepared, by the COTR, annually to coincide with the anniversary date of this effort.

Interim and final evaluations will be provided to the Contractor as soon as practicable after completion of the evaluation. The Contractor will be permitted thirty (30) calendar days to review the document and to submit additional information or a rebutting statement. Any disagreement between the parties regarding an evaluation will be referred to an individual one level above the CO, whose decision will be final.

Copies of the evaluations, Contractor responses, and review comments, if any, will be retained as part of the contract file, and may be used to support future award decisions.

b) Electronic Access to Contractor Performance Evaluations

Contractors that have Internet capability may access evaluations through a secure Web site for review and comment by completing the registration form that can be obtained at the following address: <http://cpscontractor.nih.gov>.

The registration process requires the contractor to identify an individual that will serve as a primary contact and who will be authorized access to the evaluation for review and comment. In addition, the Contractor will be required to identify an alternate contact who will be responsible for notifying the contracting official in the event the primary contact is unavailable to process the evaluation within the required thirty (30) calendar day time frame.

## **SECTION 508 COMPLIANCE REQUIREMENTS**

Any/all electronic and information technology (EIT) procured through this effort must meet the applicable accessibility standards at 36 CFR 1194. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.section508.gov>.

### **Access to Government Facilities**

The Contractor will be allowed limited access to the Government's facilities, as specified below:  
All TECOM TechDiv controlled spaces

### **Obtaining Replacement of Government-Furnished Equipment**

The contractor must submit requests for replacement of government- furnished equipment to the COTR for processing. Such requests must specify the reason for the replacement request.

## **PERSONNEL REQUIREMENTS**

### **Key Personnel Definition**

Certain skilled experienced professional and/or technical personnel are essential for accomplishing the work to be performed. These individuals are defined as "Key Personnel" and are those persons whose resumes were submitted and marked by the vendor as "Key Personnel". No substitutions shall be made of accepted key personnel except for sudden illness or death, or termination of employment. Substitutions shall only be accepted if in compliance with "Substitution of Key Personnel" provision identified below.

### **Substitution of Key Personnel**

All Contractor requests for approval of substitutions hereunder shall be submitted in writing to the COTR and the Contracting Officer at least twenty-five (25) calendar days in advance of the effective date, whenever possible, and shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information requested by the Contracting Officer necessary to approve or disapprove the proposed substitution. An interview may also be requested. The COTR and the Contracting Officer will evaluate such requests and promptly notify the Contractor of approval or disapproval in writing.

### **Key Personnel Designation**

For the purpose of the overall performance of this effort, the Contractor's Project Manager shall be designated as a key person.

The Project Manager shall be the Contractor's authorized point of contact with the Government CO and the COTR. The Project Manager shall be responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, and communicating policies, purposes, and goals of the organization to subordinates.